

## PD.11

<b>POSITION TITLE:</b>	National Coordinator - Adult
<b>POSITION TYPE:</b>	Volunteer
<b>REPORTS TO:</b>	Chief Commissioner
<b>HOURS:</b>	20 hours per week
<b>KEY WORKING RELATIONSHIPS:</b>	<p>Chief Commissioner</p> <p>Assistant Chief Commissioners</p> <p>National Coordinators (Youth, Olave Program and International)</p> <p>Australian Guiding Committee (AGC)</p> <p>Commissioners' Forum</p> <p>State Adult representatives **</p> <p>Chief Executive Officer (GGA)</p> <p>Guiding Services Manager (GGA)</p>
<b>FINANCIAL ACCOUNTABILITY:</b>	Monitor and manage approved expenditure within the budget for the Adult portfolio, approved by the GGA Board of Directors
<b>APPOINTMENT TERM:</b>	<p>3 years, appointed by GGA Board of Directors</p> <p>May be extended by up to 2 years after formal review.</p>

### PURPOSE OF ROLE:

To coordinate and support Leader development in Girl Guiding in Australia which equips Adult members with knowledge and skills to facilitate the implementation of the Australian Guide Program, including in the outdoors; and  
To contribute to a valuable volunteer experience for Adult members.

### EXPECTED OUTCOMES:

- Adult members supported with flexible and relevant learning opportunities and resources that build effective, contemporary capability to deliver the Australian Guide Program
- Outdoor activities being delivered by qualified leaders compliant with relevant standards
- Adult experience improved in both quality and enjoyment

KEY RESULT AREA	ACCOUNTABILITIES
1. Adult Development	<ul style="list-style-type: none"> <li>• Support the <u>State Learning and Development teams</u>: <ul style="list-style-type: none"> <li>○ with the implementation of the Australian Learning and Qualification Program (ALQP)</li> <li>○ to provide flexible and relevant learning and development opportunities for adult members</li> </ul> </li> <li>• Support the delivery of Outdoor qualification training in States and oversee the assessment process</li> </ul>

	<ul style="list-style-type: none"> <li>• Support and facilitate the use of flexible and relevant learning platforms, including online learning</li> <li>• Ensure qualification training meets requirements which comply with Federal, State and local government regulations regarding outdoor activities</li> <li>• Provide advice to the Chief Commissioner and AGC in relation to; <ul style="list-style-type: none"> <li>○ innovation and best practice in leadership development and Outdoors training</li> <li>○ advice on accredited Outdoor qualifications from other organisations relevant to Girl Guides Australia and safety issues for outdoor activities, including first aid standards</li> </ul> </li> <li>• Facilitate and encourage participation in WAGGGS leadership development programs</li> <li>• Facilitate relevant opportunities external to Girl Guiding for further development for adult members</li> </ul>
<p><b>2. Administration</b></p>	<ul style="list-style-type: none"> <li>• Arrange meetings of State Adult representatives to enable a consistent approach to providing and facilitating learning and development opportunities to Girl Guiding in Australia</li> <li>• Develop and maintain clear and transparent procedures for attaining Leadership and Outdoor qualifications</li> <li>• Manage and maintain all master L&amp;D documents including ALQP Passports, course outlines, qualification requirements etc</li> <li>• Manage and maintain the documentation for Outdoor qualifications and assessment processes</li> <li>• Maintain records of those members who hold a national training qualification or a WAGGGS qualification</li> <li>• Maintain WAGGGS accreditation of the ALQP</li> <li>• Provide regular written reports to a range of stakeholders as required and directed</li> <li>• Work closely with the Guiding Services Manager to maintain and manage adult qualification resources including on the Girl Guides Australia website</li> </ul>
<p><b>3. Teamwork and stakeholder support</b></p>	<ul style="list-style-type: none"> <li>• Build strong relationships with and support State Adult representatives in the delivery of flexible and relevant learning and development opportunities within their State</li> <li>• Work closely with all National Coordinators to ensure training being delivered supports current requirements in all portfolio areas, in particular that it aligns with the AGP and Girl Guiding in Australia policies and procedures</li> <li>• Collaborate on national projects as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with peak Outdoor reference groups and organisations to maintain a current Outdoor perspective</li> </ul>
<b>4. Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for own health and safety and that of others</li> <li>• Comply with any instruction of a supervisor / manager and comply with GGA policies and procedures</li> </ul>
<b>REQUIREMENTS OF ROLE:</b>	
<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>• Membership of a State Girl Guide Organisation</li> <li>• Current Working With Children Check (or relevant equivalent in State)</li> <li>• Extensive knowledge of Girl Guiding in Australia, and the Australian Learning and Qualification Program</li> <li>• NOTE: The National Coordinator – Adult MAY NOT hold another Guiding leadership or management role at State or national level, concurrently with their tenure in this role. They MAY hold the position of Trainer (or Workshops Presenter) concurrently during their tenure in this role.</li> </ul>
<b>DESIRABLE</b>	<ul style="list-style-type: none"> <li>• An external training or adult education qualification for example: <ul style="list-style-type: none"> <li>○ A current Certificate IV in Training and Assessment OR</li> <li>○ Diploma of Training and Design OR</li> <li>○ Higher level qualification in adult education</li> </ul> </li> <li>• Knowledge of trends in online adult education</li> </ul>
<b>KEY PERSONAL ATTRIBUTES</b>	
<ul style="list-style-type: none"> <li>• Demonstrated understanding of, and commitment to Child Safe Child Friendly practices</li> <li>• Demonstrated support for diversity and inclusion</li> <li>• Demonstrated ability to act with integrity and maintain confidentiality</li> <li>• Demonstrated ability to manage self and others</li> <li>• High level interpersonal skills and ability to operate as a team player</li> <li>• Demonstrated ability to take initiative, work autonomously, be resourceful and resilient</li> <li>• Flexibility and ability to work with diverse range of stakeholders in Girl Guiding at a variety of levels across the organisation</li> <li>• Demonstrated openness to new ideas and ways of delivering Girl Guiding</li> <li>• Demonstrated high level problem-solving ability</li> </ul>	
<b>TECHNICAL SKILLS AND CAPABILITY</b>	
<ul style="list-style-type: none"> <li>• Demonstrated high level written and oral communication skills</li> <li>• Demonstrated high level negotiation, facilitation and communication skills</li> <li>• Demonstrated high level planning and project management skills</li> <li>• Demonstrated knowledge of basic budget management</li> <li>• Demonstrated sound computing skills</li> </ul>	
<b>MOTIVATIONAL AND ROLE FIT</b>	
<ul style="list-style-type: none"> <li>• <b>Accountability:</b> Desiring roles that carry a high level of accountability</li> <li>• <b>Challenge and Complexity:</b> Finding satisfaction in handling difficult tasks and working with other volunteers</li> </ul>	

- **Diverse Interpersonal Interaction:** Enjoys working with and supporting people with a wide range of backgrounds and points of view
- **Flexibility:** Ability to adapt and respond to changing circumstances
- **Teamwork:** Enjoys working collaboratively, sharing knowledge and resources

## ADDITIONAL INFORMATION

\*\* State Adult representatives are those in their State Girl Guide Organisation who have the responsibility of overseeing the growth and development of Adult members to facilitate Girl Guiding within their State. This includes implementation of the Australian Leadership Qualification Program and co-coordinating specific events for Adults. The title of these positions may vary between States.

The Guiding Services Manager (staff) provides support to this role.

ALL GGA positions are subject to the requirements of GGA Policies including:

*Code of Conduct*

*Diversity and Inclusion Policy*

*Grievance Policy*

*People and Performance Management Policy*